

U. S. DEPARTMENT OF COMMERCE
OFFICE OF INSPECTOR GENERAL
VACANCY ANNOUNCEMENT

Announcement No: DOCOIG-00-7

Opening Date: June 28, 2000

*Closing Date: July 20, 2000

*(Closing date extended from July 13, 2000)

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o Program Analyst                Office of Inspections and
o GS-343-14                     Program Evaluation
o Salary: $71,954 to $93,537    Washington, DC
o Full Performance Level GS-14
o Competitive Service Appointment
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WHO MAY APPLY: Department of Commerce Status Employees

RELOCATION EXPENSES: Not authorized.

TRAVEL REQUIREMENTS: Local travel may involve assignments to work sites such as Germantown, Gaithersburg, Suitland, Silver Spring, MD. Infrequent travel to other U.S. sites and overseas may be required.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of a background investigation and ability to obtain and retain a security clearance.

DUTIES: The Office of Inspector General inspection/evaluation program is a proactive and innovative approach to detecting and preventing fraud, waste and abuse. The selectee will be responsible for planning, coordinating and conducting comprehensive evaluations and inspections and for developing operating policies, procedures and standards for planning, executing and reporting on all inspections for which the incumbent is accountable. The primary objectives of inspections are to (1) assess the effectiveness and efficiency of Commerce programs and operations, (2) identify internal control weaknesses, ineffective, inefficient or uneconomical management practices, (3) uncover information of possible wrongdoing, and (4) uncover major management problems and make recommendations to correct the deficiencies found.

This work requires an integrated analysis of Department programs and the administrative, management, and programmatic support for the programs. The analysis must bring together all these aspects, including their interrelationship, promptly and adequately to bear on inspection/evaluation proceedings, conclusions and recommendations. A selectee must possess an extensive knowledge of qualitative/quantitative techniques necessary to quickly analyze and evaluate highly complex and sensitive Department of Commerce programs. He/she must be prepared to make recommendations that have a direct and essential effect on major policy determinations concerning substantial activities of the Department's programs, including those that have an impact on national issues. Reports prepared by the incumbent should contain findings of major significance to Department officials and may serve as the basis for new or modified departmental policies, procedures, systems or in some cases, legislation.

QUALIFICATIONS: Applicants must have one year of specialized experience that equipped the applicant with the particular knowledge, skill and ability to successfully perform the duties of this position and that is typically in or directly related to the work of this position as discussed above.

Specialized experience must have been at least equivalent to GS-13. Education may be substituted for some of the experience as described in the X-118 Qualification Standard.

QUALITY RANKING FACTORS:

1. Demonstrated experience and creativity in applying inspection or evaluation expertise to a broad range of program and functional areas, including those listed in the duties of this position, to produce comprehensive inspection/evaluation reports dealing with all aspects of policy, financial, programmatic, management and operational issues affecting those program and functional areas. (Applicants are strongly encouraged to give examples of their most complex, controversial assignments.)

2. Demonstrated experience with written communications for the purpose of preparing comprehensive, complex, logical and persuasive inspection, evaluation and/or audit reports. (Applicants are strongly encouraged to cite examples and be prepared to offer written samples of final reports and a first-cut draft of no more than five pages.)

3. Demonstrated experience with face-to-face communication in order to conduct conferences with management officials and policy makers and to provide technical policy assistance and advice.

(Applicants should address their most complex assignments and successful briefings/conferences, as well as the audience of such oral presentations.)

4. Demonstrated ability to lead others such that an evaluation or inspection team could successfully produce a comprehensive and complex review. This ability would be reflected by: demonstrated experience in working closely and productively with team members of diverse backgrounds and skills and gaining mutual respect; demonstrated experience in evaluating team members' or peer performance and recommending additional training or experience, as appropriate; providing advice, counsel and instruction to team members on program, technical and management or administrative matters. (Applicants are strongly encouraged to address their leadership experiences including their level of responsibility with examples of circumstances.)

MINIMUM QUALIFICATIONS REQUIREMENTS: Applicants must have one year of specialized experience which is in or directly related to the line of work of this position and must have been at least equivalent to the GS-13 level. Specialized experience is experience which is directly related to the position and which has equipped the candidate with the knowledge, skills, and abilities to successfully perform the duties of the position.

BASIS FOR EVALUATING CANDIDATES: Experience, training, self-development, outside activities and awards. Performance appraisals will be given due weight prior to making a selection decision.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS: In order to be referred under the President's memorandum of September 12, 1995, all candidates must meet the three-point level (well-qualified) described in the crediting plan which is comprised of the quality ranking factors.

HOW AND WHERE TO APPLY: Submit the forms specified under APPLICATION REQUIREMENTS, to: U.S. Department of Commerce, Office of Inspector General, Human Resources Management Division, Room 7713, 14th & Constitution Avenue, NW, Washington, DC 20230.

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION:

THE DEPARTMENT OF COMMERCE (DOC) DOES NOT CONDONE OR TOLERATE DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL OR MENTAL DISABILITY, OR SEXUAL ORIENTATION.

The OIG provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call (202) 482-4948. The decision on granting reasonable accommodation will be on a case-by-case basis.

I. APPLICATION REQUIREMENTS:

A. All applicants must:

1. Provide a resume or application (Optional Form-612, Optional Application for Federal Employment, or Standard Form-171, Application for Federal Employment) that includes information as follows as well as that requested in the vacancy announcement; failure to do so may result in loss of consideration.
2. Indicate vacancy announcement number, title, and grade(s) for consideration.
3. Provide the following personal information and appropriate supporting documentation:
 - S full name, mailing address/zip code, day and evening phone numbers;
 - S social security number;
 - country of citizenship;
 - S veterans preference (i.e. discharge papers [DD-214]) and/or proof of 10-pt. veterans preference [SF-15];
 - S reinstatement eligibility; highest federal civilian grade held (include job series and dates held);
 - S high school, colleges or universities attended (include name, city, state/zip code; date of diploma or GED; majors; types and year of any degrees received);
 - S paid and unpaid work experience related to the job applied for (include job title, series and grade, if federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates as month and year; hours per week; salary, and indicate if contact may be made with current supervisor;
 - S job-related training courses with title and year completed;
 - S job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed; and
 - S job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not submit documents unless requested).
4. Apply at their own expense; applications mailed in

government postage-paid envelopes will not be accepted.

5. Meet all eligibility requirements by the closing date of the vacancy announcement.
6. Be a citizen of the United States (or owe allegiance to the United States).

B. SPECIFIC REQUIREMENTS:

1. Applicants who are federal employees should submit a copy of their most recent performance appraisal.
2. Current and former federal employees must submit their latest SF-50, Notification of Personnel Action, documenting current salary and competitive status with the Federal government as proof of appointment eligibility.
3. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

II. SPECIAL REQUIREMENTS FOR CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS:

- A. Employees wishing to apply under the DOC/CTAP for Displaced Employees must submit a copy of their RIF separation notice; Certification of Expected Separation or other "surplus employee" documentation.
- B. Applicants wishing to apply under the Interagency CTAP for Displaced Employees must submit a copy of one of the following: 1) their RIF separation notice; 2) documentation showing they were separated as a result of declining a transfer of function or directed reassignment to another commuting area; 3) official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; 4) official notification from OPM that an individual's disability annuity has been or is being terminated; or 5) official notification from the DOD or National Guard Bureau that employee has retired under 5 U.S.C. 8837(h) or 8456.

III. GENERAL INFORMATION:

- A. Applications will not be returned to applicants.
- B. Only selectees will be notified as to the results of a vacancy announcement. Applicants seeking information on the status of a vacancy should call 202/482-4948.
- C. For copies of this announcement you may access the internet at <http://www.usajobs.opm.gov/>. General information on the Office of Inspector General may be found at <http://www.oig.doc.gov>.

- D. If a vacancy is for a supervisory or managerial position, the selectee may be required to serve a supervisory/managerial probationary period.
- E. A temporary or term promotion made through a vacancy announcement may be converted to a permanent promotion without further competition. (This implies no promise or guarantee of a permanent promotion.)
- F. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. (This implies no promise or guarantee of promotion.)
- G. Qualification requirements in the vacancy announcement are based on the OPM Operating Manual: Qualification Standards for General Schedule Positions; which is available for review in most federal personnel offices.
- H. Privacy Act requirements (PL 93-579): The application information prescribed are used to determine qualification for promotion, reassignment, or employment and is authorized under Title 5, U.S.C. Sections 3302 and 3361.
- I. The Merit Assignment Plan is available for review at the Human Resources Management Division address listed in the announcement under "How and Where to Apply."